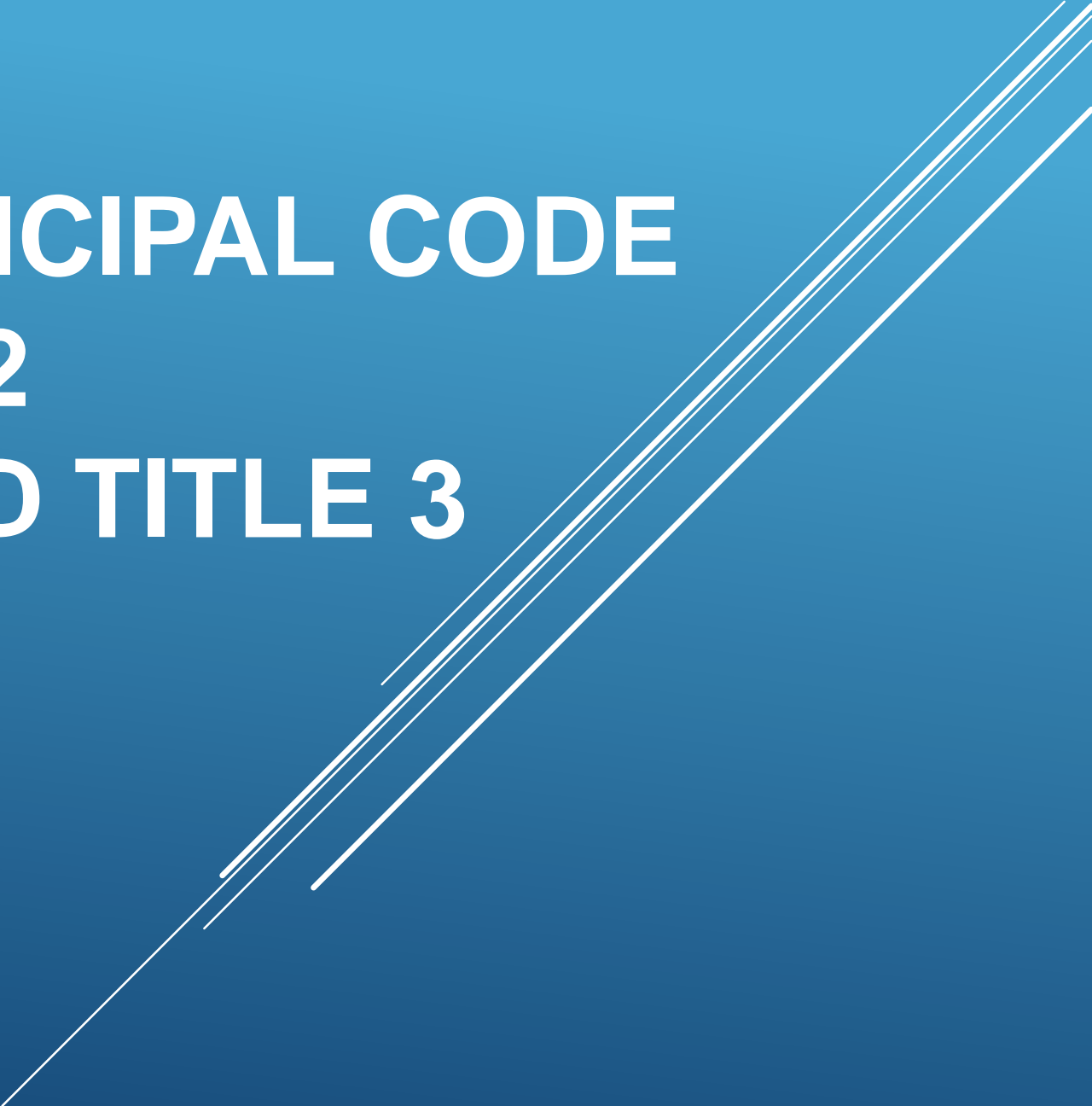


SAN BRUNO MUNICIPAL CODE REVISION: TITLE 2 (REMAINDER) AND TITLE 3

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AGENDA

- **Background**
 - **Introduce ordinance amending remainder of Title 2 (Administration and Personnel)**
 - **Introduce ordinance amending Title 3 (Revenue and Finance)**
 - **Next steps**
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BACKGROUND

- **October 9, 2018: City Council direction for comprehensive amendment of Municipal Code**
 - **Most sections date to 1980s**
 - **Address internal inconsistencies, changes in law, and implement best practices for 21st century**
 - **Retain Quality Code Publishing (QCP) to perform initial review**
 - **Estimated 24-36 months to complete all eleven Titles, including outside counsel review**
- **October 23, 2018: Initiated City Council introduction of Title 1 (General Provisions) and Title 2 (Administration and Personnel), Chapter 2.04**
- **November 1, 2018: QCP completed initial review of entire Municipal Code**

BACKGROUND (CONT.)

- **November 14, 2018: City Council adopts amendments to Title 1 and Title 2, Chapter 2.04**
 - **Title 1: revised chapters on appeals, claims, developer indemnity**
 - **Title 2, Chapter 2.04: revised election procedures to conform to state law, vice-mayor selection process**
- **June 11, 2019: City Council discussed and provided direction for remainder of Title 2 (Administration and Personnel) and Title 3 (Revenue and Finance)**

DETAILED REVIEW OF REMAINDER OF TITLE 2 (ADMINISTRATION AND PERSONNEL)

- **2.04: City Council: Completed previously**
- **2.06: RDA deleted**
- **2.12: Clarifies that City Manager can execute contracts**
 - **Modified language regarding City Manager designee**
- **2.20: Clarifies that City Clerk appointed by City Council**
- **2.24: City Treasurer deleted and duties transferred to Finance Director**
- **2.28: Finance Director duties updated**
- **2.32: Elections: Completed previously**

DETAILED REVIEW OF REMAINDER OF TITLE 2 (ADMINISTRATION AND PERSONNEL), CONT.

- **2.36: Updated for consistency with state law regarding allowed and prohibited political activities of employees**
- **2.44: Purchasing and bid procedures amended**
 - **Consistent with internal purchasing policies**
 - **Adopts California Uniform Public Construction Cost Accounting Procedures Act**
 - **Allows City to streamline and expedite public construction projects up to \$212K**
 - **City will adopt additional internal procedures to implement: department-specific lists of qualified contractors after RFQ process, informal bid procedures, detailed cost accounting measures**
 - **Retains City Council approval of project, design contract, closeout**

DETAILED REVIEW OF REMAINDER OF TITLE 2 (ADMINISTRATION AND PERSONNEL), CONT.

- **2.48: Updated emergency preparedness provisions for consistency with state law**
 - **Requires compliance with state model ordinance**
 - **Sent to state; awaiting reply**
 - **Designation of “Disaster Council:” Mayor, OES, City Manager, Police and Fire Chiefs for formal liaison with state and FEMA during emergency**
 - **Retains Emergency Preparedness Committee for all duties outlined in prior Municipal Code**


DETAILED REVIEW OF TITLE 3 (REVENUE AND FINANCE)

- **Limitation: no amendments that increase tax**
 - **Requires CC action and vote of people**
 - **Amendments restricted to clarifying provisions and consistency with existing law**
- **3.04.150: Revised definition of “family” for consistency with case law**
- **3.04.190: Revised definition of “peddler” for consistency with statutory law for street food vendors, to be addressed in Title 4**
- **3.08.190: Exemption for TNC drivers per state law**

DETAILED REVIEW OF TITLE 3 (REVENUE AND FINANCE), CONT.

- **3.20, 3.32: Added definition of “rental agent” to clarify obligation to pay Transient Occupancy Tax to City**
 - **Will also require regulatory ordinance to require registration for TOT and land use compliance purposes: late 2019**
 - **Will be consistent with any future voluntary payment agreements with internet platforms**

NEXT STEPS

- Review remainder of Title 2 and Title 3 for introduction
 - Adoption to be scheduled once state approves Chapter 2.48 (Emergency Preparedness)
 - Title 4 (Licenses and Regulations) and Title 5 (Nuisances) to be scheduled for review, introduction, and adoption in 2019
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